

**PARLIAMENT OF INDIA**

**SANSAD TELEVISION**  
**(ADMINISTRATION & FINANCE)**

**ADVT. NO. 02/2021**

**DATED 07.07.2021**

**ENGAGEMENT OF CONSULTANT(S)/PROFESSIONAL(S) IN**  
**SANSAD TELEVISION**

Applications are invited from eligible persons for engagement of various professionals in SANSAD TELEVISION, PARLIAMENT OF INDIA, on purely contractual basis from amongst professionals fulfilling the eligibility conditions as prescribed below:

2. The terms and conditions for engagement shall be as under:-

(A) **Criteria and Number of Consultant(s)**

These Consultant(s)/Professionals(s) shall be engaged to look after the work related to personnel management, digital media and other relevant field relating to Sansad Television as per the Eligibility Conditions in Annexure 'A' and shall not be appointed for the regular work of the Secretariat. Accordingly, these Consultant(s)/Professional(s) shall not be treated as an employee borne on the regular cadre of the Sansad Television for any purpose unless specified otherwise. They shall be engaged on a full time basis and will not be allowed to take up any other assignment during the period of their engagement with Sansad Television.

(B) **Period of Enqagement**

The Consultant(s)/Professional(s) shall be engaged initially for a period of one (01) year, which may be extended subject to satisfactory performance. Their services shall be terminated without notice in case the performance is found to be unsatisfactory. The said engagement shall also not vest any right whatsoever to claim regular appointment in the Sansad Television / Secretariat or continued engagement.

(C) **Aqe Limit**

Only Indian citizens between the age of 35 and 50years as on the last date of receipt of application shall be made eligible.

(D) **Fee**

The fee of the Consultant(s)/Professional(s) engaged in various positions shall be as follows: -

Sl. No.	Position	Fee per month (in Rs.)
1.	HR Manager	1,50,000
2.	Digital Head	1,50,000
3.	Senior Producer (English)	70,000-80,000
4.	Anchor/Producer (English)	60,000-70,000
5.	Producer (English)	60,000
6.	Assistant Producer (English)	50,000
7.	Graphics Promo GFX Artist	70,000
8.	Graphics GFX Artist	60,000
9.	Graphics Sketch Artist	50,000-60,000
10.	Graphics Panel GFX Operator	50,000
11.	Promo Editor	70,000-80,000
12.	Senior Video Editor	65,000-75,000
13.	Junior Video Editor	55,000-65,000
14.	Switcher	45,000-55,000
15.	Senior Social Media Content Writer (Bilingual)	70,000
16.	Content Writer	50,000-60000
17.	Social Media Handles Manager	60,000
18.	Website Manager	60,000

In case of deserving candidate(s), the CEO, Sansad Television, after taking into account the qualification, skill, experience, expertise, professional standing, existing emoluments (if any) and other relevant factors, may decide to grant a commensurate fee.

(E) Reporting

The Consultant(s)/Professional(s) shall be posted in Sansad Television. Further, the duties assigned to the position(s) are such that they shall be called upon to come to/stay in office before/beyond normal working hours and on Sundays/Holidays, whenever required in the exigencies of work, for which no additional remuneration shall be admissible.

(F) TA/DA, Transport and Telephone

The Consultant(s)/Professional(s) shall not be entitled to TA/DA, Transport and Telephone facilities.

(G) Leave

The Consultant(s)/Professional(s) shall be eligible for the following leave: -

Casual Leave (CL) - 8 days in a year. CL cannot be clubbed with EL.

Earned Leave (EL) - 30 days in a year  
(15 days credited in advance for 06 months and calculated on the basis

of 2.5 days per month for work put in).  
EL cannot be clubbed with CL.

However, leave cannot be claimed as a matter of right. Further, if excess leave is taken, salary deduction would be made accordingly.

(H) Residential Accommodation

No residential accommodation shall be provided from the Lok Sabha Secretariat Pool.

(I) Termination of Engagement

- (i) By either side, after giving one month notice or on depositing an amount equal to one month fee, if he/she wishes to terminate the engagement;
- (ii) Without notice, in case the performance is found to be unsatisfactory; and
- (iii) If any declaration/information furnished in the bio-data is found to be false or if it is detected that some material/facts has been suppressed willfully, his/her engagement will be terminated at any point of time.

Prior to acceptance of resignation, the Consultant(s)/Professional(s) shall hand over all office property in his/her possession and obtain a 'No Demand Certificate' in the prescribed format.

(J) Residuary

The decision of CEO, SANSAD TELEVISION will be final in respect of all matters not specifically provided for.

**How to Apply**

3. The applications are to be submitted in the prescribed format as given in Annexure-B. Applications complete in all respects may be sent to Email ID: [sansadtvdvt@gmail.com](mailto:sansadtvdvt@gmail.com) within a period of 21 days from the date of issue of this advertisement.

**Position / No. of Position / Eligibility Condition(s) -**

Sl. No.	Position	No. of Position	Educational Qualification(s)/ Experience(s) & Skill(s)
(1)	(2)	(3)	(4)
1.	HR Manager	01	<p><u>Minimum Educational Qualification(s):</u></p> <ul style="list-style-type: none"> <li>• MBA</li> </ul> <p><u>Work Experience(s) and Skill(s):</u></p> <ul style="list-style-type: none"> <li>• Minimum ten (10) years with at least two (2) years as HR Head of a medium size organization. Preference will be given to candidates, who have worked in Media companies.</li> </ul>
2.	Digital Head	01	<p><u>Minimum Educational Qualification(s):</u></p> <ul style="list-style-type: none"> <li>• B.Tech / MBA</li> </ul> <p><u>Work Experience(s) and Skill(s):</u></p> <p>Minimum 6-8 years with at least two (2) Years as Digital Head of a medium size organization. Preference will be given to candidates, who have worked in Media companies.</p>
3.	Senior Producer (English)	01	<p><b>Essential Qualifications:</b></p> <p>(i) Graduate from a recognized University/Institution; and</p> <p>(ii) At least 10 years' experience in reputed television News channels in the field of copy writing, production and handling input/output/programming desk in English.</p> <p><b>Desirable:</b></p> <p>Degree/Diploma from a recognized University/ Institution in Journalism or Mass Communication or Electronic Media.</p>
4.	Anchor/Producer (English)	02	<p><b>Essential Qualifications:</b></p> <p>(i) Graduate from a recognized University/ Institution; and</p> <p>(ii) At least 6-8 years' experience of reporting or production in reputed television channel in English.</p>

			<p><b>Desirable:</b></p> <p>(i) At least 3 years' experience of anchoring in television news channel in English; and</p> <p>(ii) Degree/Diploma from a recognized University/ Institution in Journalism or Mass Communication or Electronic Media.</p>
5.	Producer (English) preferably bilingual	02	<p><b>Essential Qualifications:</b></p> <p>(i) Graduate from a recognized University/ Institution; and</p> <p>(ii) At least 8-10 years' experience in media with at least 6 years' experience in production or desk assignment in a television news channel in English.</p> <p><b>Desirable:</b></p> <p>(i) Candidate should have proficiency in Hindi Language also; and</p> <p>(ii) Degree/Diploma from a recognized University/ Institution in Journalism or Mass Communication or Electronic Media.</p>
6.	Assistant Producer (English)	05	<p><b>Essential Qualifications:</b></p> <p>(i) Graduate from a recognized University/ Institution; and</p> <p>(ii) At least 5 years' experience in reputed television News channel in the fields of copy writing/production in English.</p> <p><b>Desirable:</b></p> <p>Degree/Diploma from a recognized University/ Institution in Journalism or Mass Communication or Electronic Media.</p>
7.	Graphics Promo GFX Artist	01	<p><b>Essential Qualifications :</b></p> <p>(i) Graduate in Visual Communication and Multimedia/Fine Arts/ Animation/Design.</p> <p>Or</p> <p>Graduate in any discipline with Degree/Diploma/ Certificate Course in Graphic Design or Multimedia or equivalent from a recognized University/ Institution.</p> <p>(ii) At least 5 years' experience in the creation of graphics for Promos/fillers for a TV channel/Production house/Digital Media</p>

			<p>using popular graphics software like Adobe Illustrator, Adobe After Effects, 3ds Max and Adobe Photoshop.</p> <p>Desirable.</p> <p>(i) Knowledge of video editing, promo production process.</p> <p>(ii) Knowledge of Adobe Premier Pro or FCP.</p>
8.	Graphics GFX Artist	02	<p><b>Essential Qualifications :</b></p> <p>(i) Graduate from a recognized University; and</p> <p>(ii) At least 8 years' experience in the design and creation of graphics in a television channel/ production house/ reputed news portal using popular computer aided design tools and software.</p>
9.	Graphics Sketch Artist	01	<p><b>Essential Qualification:</b></p> <p>(i) Graduate in Visual Communication and Multimedia/Fine Arts/ Animation/Design Or Graduate in any discipline with Degree/Diploma/ Certificate Course in Graphic Design or Multimedia or equivalent from a recognized University/ Institution</p> <p>(ii) At least 2 years' experience in the creation of illustrations, animations and infographics for a TV Channel/Production house/ Digital Media using popular graphics software like Adobe Photoshop, Adobe After Effects, Adobe Illustrator or other 2D animation tools.</p> <p>Desirable:</p> <p>Experience in 2D animation.</p>
10.	Graphics Panel GFX Operator	03	<p><b>Essential Qualifications :</b></p> <p>(i) Graduate from a recognized University; and</p> <p>(ii) 5 years' experience in design and creation of graphics in a television channel/ production house/ reputed news portal using popular computer aided design tools and software.</p>
11.	Promo Editor	01	<p><b>Essential Qualifications:</b></p> <p>(i) Graduate from a recognized University/</p>

			<p>Institution; and</p> <p>(ii) At least 10-12 years' experience in production of Promo, working knowledge of FCP and Graphics. Knowledge of creating story board and scripting planning and execution of Audio-visual shoots of promos.</p> <p><b>Desirable:</b> Good Copy writing skills in Hindi and English</p>
12.	Senior Video Editor	02	<p><b>Essential Qualifications:</b></p> <p>(i) Graduate from a recognized University/ Institution; and</p> <p>(ii) At least 8-10 years' experience in video editing on Non-linear Format in a television channel/production house.</p> <p>OR</p> <p>(i) Three year Degree/ Diploma in Film Editing/ Video Editing/ Post Production or equivalent from recognized University/Institution, and;</p> <p>(ii) At least 6-8 years' experience in video editing on Non-linear format in a television channel/</p> <p><b>Desirable:</b></p> <p>(i) At least 4 years' experience of working on Final Cut Pro; and</p> <p>(ii) Diploma or a Certificate Court (of not less than one year duration) in Video Editing and Post Production from a recognized University/ Institution, in case of candidates having only graduate degree.</p>
13.	Junior Video Editor	06	<p><b>Essential Qualifications:</b></p> <p>(i) Graduate from a recognized University/ Institution; and</p> <p>(ii) At least 6-8 years' experience in video editing in Non- linear Format in a television channel/ production house.</p> <p>Or</p> <p>(i) Three year Degree/ Diploma in Film Editing/ Video Editing/ Post Production or</p>

			<p>equivalent from recognized University/Institution, and;</p> <p>(ii) At least 4 years' experience in video editing on Non-linear format in a television channel/ production house.</p> <p><b>Desirable:</b></p> <p>(i) At least 2 years' experience of working on Final Cut Pro; and</p> <p>(ii) Diploma or a Certificate Course (of not less than one year duration) in Video Editing/Post Production from a recognized University/ Institution, in case of candidates having only graduate degree.</p>
14.	Switcher	03	<p><b>Essential Qualifications:</b></p> <p>(i) Graduate from a recognized University/ Institution or Diploma in Electronics/ Electronics Engineering/ Electronics &amp; Communication Engineering from a recognized University/ Institution; and</p> <p>(ii) At least 8-10 years' experience in a TV channel/production house as a Vision Mixer Operator.</p>
15.	Senior Social Media Content Writer (Bilingual)	01	<p><b>Essential Qualifications:</b></p> <p>(i) Graduate from a recognized University/ Institution; and</p> <p>(ii) At least 5 years' experience in television news channel in the fields of copy writing/production/ reporting or content writing for a web portal/online set up in Hindi and English.</p> <p><b>Desirable:</b></p> <p>Good Content writing skills in Hindi and English</p>
16.	Content Writer (2 each in Hindi & English)	04	<p><b>Essential Qualifications:</b></p> <p>(i) Graduate from a recognized University/ Institution; and</p> <p>(ii) At least 3 years' experience in television news channel in the fields of copy writing/production/ reporting or content writing for a web portal/online set up in Hindi or English.</p>

			<p><b>Desirable:</b></p> <p>Good Content writing skills in Hindi or English</p>
17.	Social Media Handles Manager	02	<p><b>Essential Qualifications:</b></p> <p>(i) Graduate from a recognized University/ Institution;</p> <p>(ii) 8 years' experience in Print/ Electronic/ Online media; and</p> <p>(iii) At least 4 years' experience in handling online content specially promoting content on social media platforms.</p> <p><b>Desirable:</b></p> <p>(i) Candidates should have proficiency in both languages, Hindi and English; and</p> <p>(ii) Degree/Diploma from a recognized University /Institution in Journalism or Mass Communication or Electronic Media</p>
18.	Website Manager	01	<p><b>Essential Qualifications:</b></p> <p>BE/B.TECH(Computer Science/IT)/ M.Sc.(IT)/ MCA from a recognized University/ Institution and at least 10 years' experience of independent handling web site development and designing</p> <p>Or</p> <p>BCA from a recognized University/ Institution and at least 12 years' experience of independent handling web site development and designing</p> <p><b>Essential Skills:-</b></p> <p>(i) Knowledge of PHP, WORDPRESS/ Drupal and MYSQL Programming.</p> <p>(ii) Design and Implement Front end /backend solution, browser extensions and plug-in.</p> <p>(iii) Experience in developing API/Web Services.</p> <p>(iv) Having knowledge of Web Administration on Multiplatform (LINUX and Windows).</p> <p><b>Desirable Skills:-</b></p> <p>(i) C, C++, Data structure, CSS3, illustrator, HTML5, Photoshop; and able to trouble shoot and solution of web attacks.</p>

Eligible candidates will have to appear for Personal Interview before Interview Board constituted for the purpose.

4 Also, the applicants are advised to keep on visiting the website <http://www.loksabha.nic.in> and <http://www.rajyasabha.nic.in> regarding Recruitment E Advertisements and Notices from time to time for information relating to:-

- (i) Cancellation or addendum or corrigendum to this Advertisement, if any;
- (ii) Date(s) of Personal Interview;
- (iii) Announcement of Result of the examination process.

**PROFORMA FOR APPLICATION FORM**

(Applicants must read the general instructions as given in Annexure - 'C'  
before filling up the application form)

*Recent passport  
size self-attested  
photograph*

Professional Position applied for: \_\_\_\_\_

1. Name \_\_\_\_\_

2. Father's /  
Husband's Name \_\_\_\_\_

3. Age : \_\_\_\_\_ Yrs. Date of Birth : \_\_\_\_\_ Sex \_\_\_\_\_

4. Nationality \_\_\_\_\_

5. Residential Address:

Temporary

District : \_\_\_\_\_ State : \_\_\_\_\_ Pin : \_\_\_\_\_

Permanent

District : \_\_\_\_\_ State : \_\_\_\_\_ Pin : \_\_\_\_\_

6. Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_  
(with STD Code)

7. E-mail ID: \_\_\_\_\_

8. Educational Qualifications (Matriculation onwards) :


9. Professional Experience :


10. Total emoluments/fee drawn, if already employed: \_\_\_\_\_

11. Expected professional fee, if selected : \_\_\_\_\_

12. Any other information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. Qualifications/experience prescribed for eligibility to the professional position applied for vis-à-vis qualifications/experience of the applicant (essential & desirable conditions to be indicated separately):

	Prescribed for the post	Possessed by the candidate
Essential	1.	
	2.	
	3.	
	4.	
Desirable	1.	
	2.	
	3.	
	4.	

**DECLARATION**

I declare that I fulfill the eligibility conditions as prescribed for the position applied for by me and that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/engagement is liable to be cancelled/terminated.

Place : \_\_\_\_\_

Date \_\_\_\_\_

(Applicant's Signature)

General Instructions

1. Applicants are required to apply strictly as per the prescribed application format as given in Annexure - 'B'. Applications not in the prescribed format are liable to be rejected.
2. Applications should be typewritten in A4 sheet. The candidates are advised to scan the application form along with the supporting documents and send the same to the E-mail ID [sansadvadvt@gmail.com](mailto:sansadvadvt@gmail.com). Applications that do not conform to general instructions, received after the last date or are incomplete shall be summarily rejected.
3. Applicants applying for more than one professional position are required to send separate application for each position.
4. All applications should be sent through E-mail only.
5. The name of the professional position should be clearly mentioned in the subject line of the Email, which may read as "Application for Engagement as ..... in Sansad Television on Contract basis".
6. Self-attested copies of documents/certificates vis-a-vis educational qualifications, experience, etc. are required to be attached with the application. On being selected for engagement, selected professionals shall bring original certificates/documents for verification at the time of joining.
7. The name of the candidate(s) and their parents in the curriculum vitae submitted by them should be exactly the same as reflected in the certificates / documents attached with the application.
8. The experience certificate should clearly depict that the applicant possess the required experience in the prescribed field.
9. All eligibility conditions will be reckoned as on the last date of the application.
10. Any misrepresentation or concealment of fact or submission of false information on the part of any applicant shall render him/her ineligible/disqualified for engagement in Sansad TV for any professional position even in the future.
11. Shortlisted applicants will be intimated through mail/e- mail/telephonic message for interview.
12. No correspondence or personal enquiry whatsoever in respect of the applications shall be entertained.
13. Applicants are strictly advised against canvassing in any form or manner. Any canvassing for or on behalf of any applicant shall render him/her ineligible/disqualified for being considered for engagement in Sansad Television for any professional position even in the future.
14. Applicants called for interview shall not be entitled for payment of any TA/DA.
15. Sansad TV Secretariat reserves the right to cancel the process of engagement of Consultant(s) or alter the number of positions required at any stage without any notice and without assigning any reason(s) therefor.
16. Applicants should clearly note that Sansad TV Secretariat will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure the receipt of their online application by the prescribed date.

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